

## PEACE CORPS RFQ

### Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

Date: 25 February, 2020

Peace Corps intend to offer a firm-fixed price contract for CHEP IST, CHEP PDM and CHEP PEPFAR Conference services to be held in Lusaka, Zambia.

Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due by the following address by 16:00 hours on 2 March 2020

Any questions regarding the RFQ may be addressed to the same person. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: Director of Management and Operations  
Address: Peace Corps, Plot 71A Chitemwiko Road, Kabulonga, Lusaka  
Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov)  
Reference: Please include reference of "CHEP IST, CHEP PDM and CHEP PEPFAR Conference Services" on quotation submitted

#### A. Price/Period of Performance:

Services required are for CHEP IST, CHEP PDM and CHEP PEPFAR conference services – March 15, 2020 to March 27, 2020

#### CHEP IST March 15, 2020 to March 18, 2020

Item	Description	Quantity	Unit Price	Total Cost
001	Conference hall hire to accommodate 41Pax (33 PCVs, 3 PCV Trainers, 3 Staff and 2 Tech Trainers) March 16,17 and 18, 2020	1 conference room x 3 days		
002	Accommodation shared (Twin Beds) on February 15, 16 and 17, 2020 Inclusive of English Breakfast	36Pax x 1 night (33 PCVs and 3 PCV Tech Trainers) (20 twin rooms - PCVs)		
003	Lunch Buffet with a beverage – February 16, 17 and 18, 2020	41Pax x 3 days (33 PCVs, 3 PCV Tech. Trainers, 3 Staff, 2 Tech Trainers)		
004	Lunch Buffet with a beverage – February 17, 2020	1Pax x 1 day (1Guest speaker)		
005	Lunch Buffet with a beverage – February 18, 2020	2Pax x 1 day (2 Guest speakers)		
006	Teas and Snacks 2 teas in a day morning and afternoon February 16, 17 and 18, 2020	41Pax x 3 days (33 PCVs, 3 PCV Tech Trainers, 3 Staff, 2 Tech Trainers)		
007	Teas and Snacks 2 teas in a day morning and afternoon February 17, 2020	1Pax x 1 day (1Guest speaker)		

008	Teas and Snacks 2 teas in a day morning and afternoon February 18, 2020	2Pax x 1 day (2 Guest speakers)		
009	Dinner with a beverage February 15, 16 and 17, 2020	36Pax x 3 days (33 PCVs, 3 PCV Tech Trainers)		
010	20 liter drinking water + dispenser	10 x 20 liter containers water		
<b>Total</b>				

### CHEP PDM MARCH 18, 2020 TO MARCH 22, 2020

Item	Description	Quantity	Unit Price	Total Cost
001	Conference hall hire and property grounds to accommodate 77 people on March 19 and 20, 2020	1 conference room to accommodate 41Pax for 1 day (33 PCVs, 33 Counterparts, 3 Staff, 3 PCV Tech. Trainers and 2 Tech Trainers)		
002	Conference hall hire to accommodate 41 people March 21 and 22, 2020	1 conference room to accommodate 41 people(Group discussions)		
003	Lunch Buffet with a beverage – March 19, 2020	1Pax x 1 day (1Guest speaker)		
004	Lunch Buffet with a beverage – March 19 and 20, 2020	74 Pax for 2 days ( 33 PCVs, 3 Staff, 3 PCV Tech. Trainers and 2 Tech Trainers)		
005	Lunch Buffet with a beverage – March 20, 2020	2Pax x 1 day (2 Guest speakers)		
006	Lunch Buffet with a beverage – March 21, 2020	41Pax for 1 day (33 PCVs, 3 Staff, 3 PCV Tech Trainers and 2 Tech. Trainers)		
007	Accommodation shared (Twin Beds) March 18, 19,20 and 21, 2020 - Inclusive of English Breakfast	36Pax x 4 nights (20 twin rooms - PCVs)		
008	Accommodation non-shared (single bed-Counterparts) March 18,19 and 20, 2020 - Inclusive of English Breakfast	33Pax x 3 nights (Single bedroom – (33 Counterparts )		
009	Teas and Snacks 2 teas in a day morning and afternoon March 19, 2020	1Pax x 1 day (1Guest speaker)		
010	Teas and Snacks 2 teas in a day morning and afternoon March 19 and 20, 2020	74Pax x 2 days ( 33 PCVs, 33 Counterparts, 3 Staff , 3 PCV Tech. Trainers and 2 Tech. Trainers)		

011	Teas and Snacks 2 teas in a day morning and afternoon March 20, 2020	2Pax x 1 day (2 Guest speakers)		
012	Teas and Snacks 2 teas in a day morning and afternoon March 21 and 22, 2020	41Pax for 2 days x 2 teas in a day (33 PCVs, 3 Staff, 3 PCV Tech. Trainers and 2 Tech. Trainers)		
013	Dinner with a beverage March 18, 19 and 20, 2020	69Pax x 3 days (33PCVs, 33Counterparts, 3 PCV Tech. Trainers)		
014	20 liter drinking water + dispenser	20 x 20 liter containers water		
<b>Total</b>				

### CHEP PEPFAR MARCH 22, 2020 TO MARCH 28, 2020

Item	Description	Quantity	Unit Price	Total Cost
001	Conference hall hire and property grounds to accommodate 85Pax March 23, 24, 25, 26 and 27	1 conference room x 5 days ( Break away rooms x2)		
002	Conference hall hire and grounds to accommodate 42Pax March 23, 24, 25, 26 and 27, 2020	1 conference room x 5 days Break away rooms x2)		
003	Accommodation shared (Twin Beds) on March 22, 23, 24, 25, 26 and 27, 2020 Inclusive of English Breakfast	36 Pax x 5 nights (20 twin rooms - PCVs)		
004	Accommodation non shared (single bedrooms) on March 22, 23, 24, 25, 26 and 27, 2020 Inclusive of English Breakfast	33Pax x 6 nights (33 single bedrooms Counterparts)		
005	Lunch Buffet with a beverage – March 23, 24, 25, 26 and 27, 2020	74Pax x 5 days (33 PCVs, 2 Tech. Trainers LCFs, 3 staff , 3 PCV Tech Trainers and 33 Counterparts)		
006	Lunch Buffet with a beverage – March 23, 2020	4Pax x 1 day (4 Guest speakers)		
007	Lunch Buffet with a beverage – March 24, 2020	5Pax x 1 day (5 Guest speakers)		
008	Lunch Buffet with a beverage – March 25, 2020	5Pax x 1 day (5 Guest speakers)		
009	Lunch Buffet with a beverage – March 26, 2020	8Pax x 1 day (8 Guest speakers)		
010	Lunch Buffet with a beverage – March 27, 2020	1Pax x 1 day (1 Guest speaker)		
011	Teas and Snacks 2 teas in a day morning and afternoon March 23, 24, 25, 26 and 27, 2020	74Pax x 5 days (33 PCVs, 2 Tech. Trainers LCFs, 3 staff, 3 PCV Tech. Trainers and 33 Counterparts)		

012	Teas and Snacks 2 teas in a day morning and afternoon March 23, 2020	4Pax x 1 day (4 Guest speakers)		
013	Teas and Snacks 2 teas in a day morning and afternoon March 24, 2020	5Pax x 1 day (5 Guest speakers)		
014	Teas and Snacks 2 teas in a day morning and afternoon March 25, 2020	5Pax x 1 day (5 Guest speakers)		
015	Teas and Snacks 2 teas in a day morning and afternoon March 26, 2020	8Pax x 1 day (8 Guest speakers)		
016	Teas and Snacks 2 teas in a day morning and afternoon March 27, 2020	1Pax x 1 day (1 Guest speaker)		
017	Dinner with a beverage March 22, 2020	33Pax x 1 day (33 Counterparts)		
018	Dinner with a beverage March 23, 24, 25, 26 and 27, 2020	69 Pax x 5 days (33 PCVs, 3 PCV Tech. Trainers and 33 Counterparts)		
019	20 liter drinking water + dispenser	20 x 20 liter containers water		
<b>Total</b>				

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs. All quotes must also be VAT exempt.

## B. Statement of Work/Specifications

Services required are for CHEP IST, CHEP PDM and CHEP PEPFAR conference facilities and accommodation from March 15 - 28, 2020 in accordance with the following specifications:

- 1 Conference Room with air conditioners and internet access
  - 1 conference room with air conditioner to accommodate participants as listed above
- Accommodation
  - Twin rooms as listed above
  - Standard single rooms occupancy as listed above
- Breakfast should be inclusive to room rates.
- All rooms (Conference and Accommodation) should have functioning air conditions and internet access.
- It is a must for each bed to have a functional **Mosquito Net**
- Food and beverages will be rendered by the vendor
- Kitchen should be able to meet health inspection standards
- Stand-by generator available for use during meeting hours required and dining hours
- Ample ground for outdoor activity like soccer about 5000 meter squared
- Location to be no further than 30 minutes drive from Peace Corps Lusaka offices
- Availability of a stand by driver 24hrs to be contracted as needed

- Round trip shuttle service on March 21 and 22 for participants to nearby mall with restaurants
- Conference rooms should be equipped with the following:
  - Overhead projector; and
  - Stationery (Writing pads, pens, Flip charts)
  - Water dispenser

**Extended Warranties Offered by Supplier, if applicable**

Item	Description	Unit/Qty	Unit Price	Total Price
Item	Description	Quantity	Unit price	Total Cost
001				
002				
003				
004				
005				

**C. Location of Work : Lusaka**

**D. Delivery Schedule**

**Delivery Date(s):**

Item	Description	Date	Final Payment
001	Conference Package	March 16 - 27, 2020	30 days after receipt of accurate and valid invoice
002	Accommodation inclusive of Breakfast	March 15 - 27, 2019	30 days after receipt of accurate and valid invoice

**Delivery Location:**

POC Name: Director of Management and Operations

Mailing Address: US Peace Corps Zambia  
P.O. Box 50707, Lusaka

Physical Address: Plot 71A Chitemwiko Road, Kabulonga, Lusaka

Phone Number: +260 211 260 377  
Fax Line: +260 211 260 685

**E. Acceptance Criteria**

All rooms for Lodging, Conference rooms, equipment, kitchen, etc. must be ready for inspection by the Contracting Officer or his/her designee by March 13, 2020

All rooms to be ready by March 15, 2020 by 10:00 hours.

All meals to be served per the prior agreed upon time.

**F. Contract Terms and Conditions**

Refund for any unoccupied rooms once Peace Corps notifies you 1 business day in advance.

Provide name of **CONTACT PERSON AND PHONE NUMBER**. This will be the liaison person between the vendor and Peace Corps during the course of the event.

No rooms can be subcontracted to other lodges without prior written approval

**G. Peace Corps Payment Schedule and Terms**

Supplier will receive a maximum of **25% *upfront payment during the workshop*** and ***final payment will be made 30 days after the conference and upon receipt of valid/accurate invoices*** presented to Peace Corps. Please provide any requirements of advance payment; payment upon completion is preferred.

**H. Evaluation Factors:**

Award will be made after consideration of the following factors as marked below:

- ☒ Price
- ☒ Quality of services offered (availability conference & accommodation rooms, suitable grounds space, Alternate power, safety and security, Internet access)
- ☒ Payment terms (payment upon completion preferred)
- ☒ Past Performance/Reference Checks

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

**I. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section VI.
- b. Return completed RFQ by due date as follows:
  - 1) Fill in prices in Section II and in Section III (if applicable).
  - 2) Unless delivery date(s) are provided, provide delivery date(s) in Section IV.
  - 3) List/state any other terms or items in Section VIII not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B.
  - 4) Please, provide at least three (3) references for provision of similar service
  - 5) Sign and return RFQ by required due date.

**J. Other Terms/Items Offered at No Additional Cost:**

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_